School of Computer Science
Council Meeting Minutes
Tuesday, March 20, 2017
1:00 – 2:30PM, MCKN 310

Present – *Faculty***:** D. Calvert, R. Chaturvedi, D. Chiu, R. Dara, D. Flatla, D. Gillis, G. Grewal, A. Hamilton-Wright, S. Kremer, P. Matsakis (Interim Director), D. Nikitenko, C. Obimbo, J. Sawada, S. Scott, F. Song, F. Wang, M. Wineberg, M. Wirth, Y. Xiang; *Staff:* D. Byart, C. Hosker, K. Johnston, G. Klotz, S. Mousseau (Recording Secretary), L. Zweep; *Student Representatives:* P. Houlding, J. Fraser

Regrets – *Faculty***:** L. Antonie, X. Li, J. McCuaig, B. Nonnecke, D. Stacey; *Staff:* J. Ilic, D. Rea

1. **Approval of Agenda**

Motion: That the agenda be approved (C. Obimbo / A. Hamilton-Wright)
In Favour: All. **MOTION PASSED**

2. **Approval of Minutes from March 6, 2018**

Motion: That the minutes from March 6, 2018 be approved (S. Scott / M. Wirth)
In Favour: All. **MOTION PASSED**

3. **Interim Director's Remarks**

Meeting with the Dean

P. Matsakis had a thirty-minute meeting with the Dean on March 7th. She was very supportive and understands the concerns about resources. The next step is to have a meeting with the Provost. It will be a one-hour meeting on April 4th. The Dean and CEPS Manager of Finance and Administration will be attending as well.

The Dean has requested that some statistics be prepped for this meeting. P. Matsakis has been reaching out to the heads of the other CS units in Canada, especially at the other 14 top comprehensive universities (as per Maclean's), to have a better idea of what the student to faculty ratios are elsewhere. He has received four or five answers so far. P. Matsakis is not sure if these numbers will help or not. Once gathered, they will be presented to the Council.

UGFA Newsletter

The latest UGFA newsletter indicates that the Association's relationship with the Provost is broken. They are concerned about some deeply troubling lack of action on critical matters. The newsletter indicates that the University has set aside money that is not being used to fund new positions; the moral at the School of Engineering is quite bad and resources continue to lag behind ongoing growth; SoCS growth is being encouraged, but not sufficiently supported.

UGFA Council

UGFA is currently looking for 1 CEPS faculty member to serve on the UGFA Council. It is a two-year appointment. The deadline for nominations is March 30th.

Director Search

P. Matsakis said that there are some strong external candidates. Interviews will likely be scheduled the week of April 16th to 20th.

T&P Guidelines

The proposed new T&P guidelines for SoCS were approved by the Council in October of 2017 and sent to the Dean. The Dean requested the UGFA Vice-President's review. There were a number of concerns. The SoCS T&P Committee revised the document and resubmitted to the Dean, for review by the CEPS T&P Committee. There is likely to be more changes coming. Eventually, all changes will be discussed and will have to be approved by the Council.

C. Obimbo asked if the Council could see the revised document, or be informed about the changes that were made by the SoCS T&P Committee. P. Matsakis responded that it's too early, since more changes will likely be made. He indicated that most of the changes so far were made to ensure that the new guidelines do not violate the Collective Agreement.

PDR Claims

PDR claims may be submitted up to and including April 30th. There are no longer internal deadlines for submitting these claims. However, to help with the workload of the administrative staff, please submit any receipts ASAP.

M. Wirth asked if the restriction on the number of times a PDR claim can be submitted had been raised from two. C. Hosker and S. Mousseau responded that they understood that rule had not changed in the latest Agreement.

Exams

Make-up exams need to be scheduled AFTER the regular exam time. Please also keep in mind if you like to be on hand to answer questions during the regular exam time that students taking the exam with SAS do not have that same resource available to them.

DE Courses

As discussed in a previous Council meeting, the two-year term plan is to merge CIS*1000 DE and CIS*1200 DE, offer a new, attractive DE course, and delete CIS*2050 DE and CIS*2520 DE. Meanwhile, all the current DE courses will be phased out. However, Open Learning expressed concern about the phasing out of CIS*1000 DE, and the issue was discussed in a recent meeting with P. Matsakis, M. Wirth, M. Fach (Director of Open Learning and Educational Support), K. Gordon (Associate Dean Academic), and P. Tersigni (Director, Academic Programs and Policy). In the end, the S18 offering of CIS*1000 DE will not be canceled, as originally planned. However, if we lose money with that offering, we will cancel the S19 offering or get support from the College. Likewise, if we lose money with the W18 offering of CIS*1200 DE, we will cancel the W19 offering or get support from the College. CIS*2050 DE and CIS*2520 DE will both be phased out as originally planned.

Reynolds

The old glass and frame have been removed from the west stairwell, and a new aluminum frame has been installed. When finished, the exterior look will be similar to that of the Science Complex, with tinted glass. The east stairwell will have the same treatment.

M. Wirth asked if the air handlers will be replaced. P. Matsakis said he didn't know and would check.

S. Scott asked if there will be frosting on the glass around the graduate spaces, for privacy purposes. M. Wirth replied that it'll be easy to add the frosting later if it's not applied before we move in.

A month ago, we were told the renovation was on schedule. We are now told the renovation will be complete sometime between mid-June and mid-July, and an inspection will then follow. This implies that we should be able to move in sometime between mid-July and mid-August. D. Chiu asked if it wouldn't be easier to move in when the S18 semester is over. M. Wirth responded that only DE courses are being offered this summer; moving in July or Aug will therefore have very limited impact.

P. Houlding asked if the labs would be open after the inspection. M. Wirth indicated that unless there's some kind of miracle, the labs will not be ready for F18, as it will take at least two months to set them up. He added that the School does not yet have the machines.

P. Matsakis asked if K. Johnston had an update on the labs. K. Johnston reported that THRN 2418 will continue to have 48 seats with Bring Your own Computing (BYoC) stations. This will be mainly for CIS*2430 during F18. THRN 2420 will be our only Mac lab. The old iMacs will be refreshed and there will be 40 Macs added in the fall. THRN 3401 is the only PC lab maintained by the School. CIS*2030 will be the main course to use this lab in the fall semester. REYN 0002 will be a BYoC space with 45 spots. This lab will likely go unused in F18, but will be used for CIS*2500 in W18. CIS*1500 will still take place in the Science Complex labs for the F18 semester. Once CIS*1500 is split, the intention is to keep service courses in these labs and CIS*1500 will likely go to REYN 0002. Students will continue to access the SoCS Linux Cluster remotely, so they are able to do work outside of class times.

P. Matsakis noted that he is still waiting for an update from R. Zytner on the renovation for THRN 2418, but the plan is still to renovate by the end of July. It's currently in the hands of physical resources. C. Obimbo asked why R. Zytner is the point person for the renovations and P. Matsakis responded that he was assigned the task of taking care of it.

4. Assistant Director's Remarks

Scheduling

The F18 schedule is currently in draft mode. It will go online this week. Students will enroll in June rather than March as was done in previous years. The Labs will remain in THRN 3401, 2418, 2420, and the Science Complex. Grad classes will be scheduled in REYN 1101. If classes have less than 20 students, they may be rescheduled for the seminar rooms REYN 0003 and 0004 in the basement. Faculty members who are teaching split classes should know that they will happen on the same day.

The scheduling for W19 is in the planning stage. Please be aware that what is put in the schedule is what we would like, but not always what we get. Please also note that if you ask for any additional changes, it usually gets worse. The algorithm used is not the best. The labs in W19 will use the same rooms as W18. Some may move to REYN 0002 if it is ready. If you have 4900/4910 projects for 18/19, please notify M. Wirth so he can add them to the Wiki. Please also notify your students that they will get the most up to date information on the Wiki.

There are some changes to the 18/19 calendar. There is a new section of CIS*3750 in the winter semester. There will be a new section of CIS*3760 in F19 (not F18), which will likely result in better class sizes in the fall and winter. CIS*4250 remains in F18 and will change to winter for W20. However, if there is a course that was offered in a calendar that was provided the year a student started, they may choose to be in that course and in that case, we need to offer it.

The scheduling for 19/20 has started. There's an attempt to make minimal changes; however, there will be many additions in F19.

Space

As far as lab space, we will continue to use all that is available and will not be leaving the Science Complex. We are at capacity for space in the new building. There are two free offices that will likely need to be used for sessional instructors. P. Matsakis added that some offices are being used for research space. F. Song asked about the four-digit room numbers in Reynolds. M. Wirth responded that it is the standard now apparently.

5. Associate Director's Remarks, Graduate Studies

International Student Funding

Based on the question by D. Gillis as to whether the practice of requesting bank statements from international students is an approved method of confirming that a graduate student has enough funding for their degree, we were advised that it is not the best process. Instead, we will be asking each student to sign a waiver acknowledging the amount required to complete the program and that they are responsible for funding themselves beyond any commitments in their offer.

Starting in F18, any new or existing international PhD students with an 80% average or above will receive up to $11,000 in scholarship funding per year up to four years. This does not require an application from the student, it will be automatically applied. M. Wineberg asked if the 80% applied to their masters or undergrad degree. J. Sawada and P. Matsakis responded that it applies to the last two years of full-time equivalent studies.

G. Grewal asked how long do we know we will be able to offer this money; what the rational is for targeting international students rather than domestic; if there was any funding for domestic students. J. Sawada responded that this funding is meant to be available for the longer term; it is for international students only because the tuition for these students is higher, and there are many more opportunities for domestic students to find funding. P. Matsakis added that with this funding for international PhD students, they will be paying the same amount as domestic. J. Sawada went on to say that we are trying to attract international PhD students. D. Flatla asked if the students are provided with simply a statement that it's been applied to their fees or if they receive a cheque. J. Sawada responded that they will get a statement and clarified that the details have not yet been sorted out.

Travel Grants

J. Sawada shared that there is great interest and demand for travel grants. This would allow students to present papers at conferences and attend workshops. It would help to get the School's name around. The grant proposal outlines that $1000 would be offered to students presenting a paper at a refereed international conference. $500 would be available to a student presenting a paper at a domestic refereed conference. $250 would be available for a student to present a poster or to present at a non-refereed conference. There are a number of conditions based on the maximum number of funding a student can receive. This is capped out at $1000 for a Masters student and $1500 for a PhD student. This funding would be available on a first come, first serve basis as we do not yet know how much money will be in the pool. This is where the Committee would like to go, but for now, the School can offer $500 to present a paper at a refereed (international or domestic) conference and $250 to present a poster or to present at a non-refereed conference. The Committee is looking for feedback from faculty.

G. Grewal asked if they have to present or if they can attend with their supervisor. J. Sawada put it back to the faculty to decide. D. Chiu asked about papers being presented by recently graduated students. Would we offer funding to them? P. Matsakis replied that we should keep the funding for our current grad students on the grounds that we do not know the amount we have; he expressed concerns that it is not very much. J. Sawada responded that he's not worried yet and the amounts are fairly conservative. He suggested we see how a year goes and we can focus on our current students and maybe branch out to graduates later. D. Flatla contributed that conferences are getting expensive. He would like to see more money provided to PhD students over Masters students. He argued that Masters students may present a couple of papers, but PhD students are likely to be presenting many more.

J. Sawada outlined the application process for the travel grants. Students would submit an application form to the GPA after the paper or poster has been accepted to a conference. The application will contain the name of the conference along with the dates, location, and website. The title of the paper will be provided along with a list of any anticipated expenses. It will require the signature of the student and advisor. The approval and amount to be provided will be decided by the Associate Director of Graduate Studies. After the event, the student must submit receipts along with a copy of the approved travel grant to the office clerk.

D. Flatla asked if there should be a certain number allotted per semester. J. Sawada responded that it is possible if we run low on money. C. Hosker suggested another way is to provide a number of grants available; for example, we have five $500 grants available per year. D. Chiu asked if the first come, first serve basis is based on submission dates or the conference dates. J. Sawada confirmed that it is by submission date.

6. Undergraduate Curriculum Committee

D. Calvert indicated that most of what was discussed two weeks ago has left the hands of the Committee. Everything has been approved apart from the creation of the new courses. CIS*4780 currently has an unspecified semester which the Board doesn't like. There's a possibility they won't allow it to move forward. If we're told no, we'll need to delete it and properly cross-reference it in the next semester. Also, there are a number of steps included in creating a new course, like the library assessment. It can be difficult to get some units to respond, but D. Calvert is happy to pester them through email.

7. Any Other Business

N/A

Meeting adjourned at 2:18PM